City and County of San Francisco
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MANAGING COVID-19 AND MAINTAINING SAFE AND HEALTHY WORKSITES
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7/25/2022: Revision update: *Close Contact definition updated to align with the California Department of Public Health (CDPH), the San Francisco Department of Public Health (SFDPH) as recognized by Cal/OSHA's COVID-19 Emergency Temporary Standard. Close Contact is now defined as the sharing the same indoor airspace with a COVID-19 positive individual for greater than 15 minutes over a 24-hour period. COVID-19 testing after a close contact is recommended and only required in the setting of an outbreak.*

City guidance on COVID-19 has adapted to the evolving local and state health and safety regulations, with continued attention to prevention and a greater focus on limiting COVID-19 exposure. . Cal/OSHA determines the rules that workplaces across the state must abide by. To maximize a healthy and safe work environment, all City departments must adopt and follow the requirements as outlined below. This Policy applies to all City employees, contractors and volunteers and is guided by all applicable Health Orders and Public Health guidance.

Masking Requirements in the Workplace:
Effective March 19, 2022, and pursuant to guidance from the state and local health officers, masking is strongly recommended but no longer required in CCSF worksites for both employees and the public, except in high-risk settings: such as acute care hospitals, skilled nursing facilities, intermediate care facilities, jails, and homeless shelters.

Within a setting where unmasking is allowed, employees may choose to continue to wear a face mask. Departments must provide face masks if requested.

In the setting of a close contact, masking is required for 10 days after the exposure.
In the setting of a workplace outbreak (3 or more cases within a 14 day period), employees will be required to mask until the area is no longer in outbreak status. Employees may request provision of N95 mask in the setting of an outbreak.

Employees in departments with an elevated risk of disease exposure have stricter face covering requirements as defined by the Cal/OSHA Aerosol Transmissible Disease Standard ("ATD Standard"). Departments may require greater measures to meet these standards.

Acceptable face masks include a well-fitting non-vented respirator, such as N95, KN95, or KF94. A well-fitting surgical/procedural mask with a cloth mask worn over it is also acceptable. Cloth masks alone are no longer recommended.

Close Contact Exposure to COVID -19:
Recognizing that COVID-19 spreads by aerosol, employees distant from a case can be considered exposed. Close Contact is now defined as the sharing the same indoor airspace with a COVID-19 positive individual for greater than 15 minutes over a 24-hour period, during the COVID-19 individuals infectious period (up to 48 hours prior to development of symptoms).

Employees who have had a close contact to a person testing positive for COVID-19 should:
- Continue to come to work, no need to quarantine
- They must wear a mask for 10 days following the COVID-19 exposure.
- They may test (preferably a rapid antigen test) between days 3 - 5 after a close contact exposure, and upload those results to People & Pay.
- They must continue to monitor for the development of any COVID-19 symptoms, and isolate, test, and seek care as needed.

Testing in the setting of an outbreak
If there is a workplace outbreak, defined as 3 or more cases in a 14-day period, (or a major outbreak defined as 20 or more cases in a 30-day period) **testing is required**: on day 3-5 after the outbreak starts and then weekly until the area is out of outbreak status. If it is a major outbreak, testing is required on day 3-5 after the major outbreak starts and then twice weekly until there are fewer than three COVID-19 cases detected in the exposed group for a 14-day period, at which testing reverts to weekly until outbreak is resolved.

Outbreaks are considered resolved when there are no new cases in 14-day period. If unable to test or employee chooses not to test, the employee must leave the worksite after 5 days for the remainder of outbreak. Where the employee is not compliant with required surveillance testing, disciplinary action should be considered. Telecommuting should be offered if feasible.

	Face Masking	COVID Testing (ideally Rapid Antigen test)
Close contact	Required 10 days	Recommended day 3-5
Close Contact in Outbreak	Required >14 days	Required day 3-5, then weekly
Close Contact in Major Outbreak	Required >14 days	Required day 3-5, then twice weekly
COVID infection in <90 days	Required >14 days	No testing, unless symptoms

Employees are included in the outbreak when they have been present on site during the previous 14 days before the start of the outbreak, or anytime during outbreak status.

COVID-19 Symptom Screening:
Health screening remains an important tool in preventing the spread of COVID-19. Departments must require employees to be free of new or otherwise unexplained COVID-19 symptoms before reporting to the workplace each day. While the City no longer requires employees to submit answers to the symptom questionnaire, City employees are required to assess their health on a daily basis. Employees who report to work in person must be free of symptoms of COVID-19 infection that are either new or not explained by another non-COVID-19 reason (including fever at or above 100.4, chills, sweats, cough, shortness of breath, sore throat,

persistent sneezing or runny nose, difficulty breathing, fatigue, body aches, headache, loss of smell or taste, nausea, vomiting, or diarrhea). Employees who feel ill should not report to on-site work and stay in contact with their supervisor.

After COVID-19 Illness:
Employees who have completed a 10-day quarantine from the beginning of symptoms (or if asymptomatic from the date of the test) do not need any further testing after their initial diagnostic positive test.

Employees may return to work sooner than 10 days after completing five days of quarantine and obtaining a negative rapid test taken on or after day five assuming that their symptoms are improving and they do not have a fever. There can be exceptions to quarantine rules in some emergency management and health sectors for asymptomatic employees. Departments with employees working in these settings may override the above rules consistent with applicable health orders or regulations.

For employees who have a persistent positive antigen (home test) beyond 10 days, if they have no fever and improving symptoms, they may return to work on site and masking should be continued for 14 days. Employees infected with COVID-19 within the previous 90 days do not need to be tested (even in an outbreak setting) unless symptoms develop.

Condition	Isolation/ Quarantine Period	Test	Return to Work	Other Precautions
COVID Positive Employee	5 - 10 days	Day 5 – Rapid Antigen test: Negative	Day 6 and no fever/improving symptoms	**Mask for 10 days** (indoors and outdoors) following onset of symptoms or, if no symptoms, after testing positive.
		Day 5 – Rapid Antigen test: Positive	Day 11 if no test, previous positive test, no fever and improving symptoms. No further testing is necessary.	
Close Contact	No symptoms: No isolation and quarantine If symptoms develop, follow rules for Covid-like symptoms	Between Days 3-5 – **Recommended**	Continue working unless symptoms develop or positive test.	**Mask for 10 days** (indoors and outdoors) following last close contact.
Covid-like symptoms	Minimum 5 days, up to 10 if not resolved	Test when symptoms appear	Day 6 with negative "rapid test"/ antigen test and no fever and improving symptoms	**Mask for 10 days** (indoors and outdoors) following onset of symptoms.
COVID infection recently recovered <90 days	No isolation and quarantine	No Testing for close contact exposure if no symptoms		Testing only if develop symptoms

Employee COVID-19 test results must be uploaded by the employee in the self-service portal in People & Pay as soon as possible and before they return to the workplace. For employees without regular access to a computer or internet service, departments may assist the employee with uploading test results.

General Prevention:
Practicing regular hand hygiene, including regular cleaning of your workspace continues to be recommended.

The practice of physical social distancing is encouraged where possible.

Tracking of COVID-19:
Departments continue to track COVID-19 prevalence amongst their staff. Management of exposure and workplace contact tracing is expected and detailed in the documents below.

Reporting of Outbreaks:
A COVID-19 outbreak is defined as more than 3 cases in a given work area over a 14-day period. A major outbreak is 20 or more cases over a 30 day period. Outbreaks must be reported to DPH and DHR. Detailed management of outbreaks is contained in the policy referenced below.

Resources:
SFDPH current health order: https://www.sfdph.org/dph/alerts/files/C19-07-Safer-Return-Together-Health-Order.pdf

DHR: Managing workplace exposure and case investigation:
https://sfdhr.org/sites/default/files/documents/COVID-19/Management-COVID-19-Workplace-Investigations-and-Staff-Notifications.pdf

DHR: Managing Outbreaks/Multiple infections of COVID-19
https://sfdhr.org/sites/default/files/documents/COVID-19/COVID-19-Managing-Outbreaks-Multiple-Infections.pdf

DHR Link and instructions for uploading to People & Pay:
https://sfdhr.org/sites/default/files/documents/COVID-19/Self-Reporting-Test-Results-PeoplePay.pdf